

## INSTRUCTIONS FOR THE CANDIDATES

1. No Students is allowed to bring Bag, notes, mobile phone, electronic gadgets during the examinations. Students are also requested to wear sleeper during the whole examinations.
2. The examination will commence as per programme of examination notified earlier. The doors will open half an hour before the scheduled time. No candidate will be admitted after half an hour of the commencement of examination on any day.
3. Both sides of each page of the answer book should be used. No blank space should be left to prevent wastage and to “Save Pages” and “Save Trees” - “Save Our Environment”. No supplementary answer-books would be issued.
4. Seating plan with roll numbers will be displayed on notice board. The notice regarding seating plan will also be displayed on the University website [www.mmmut.ac.in](http://www.mmmut.ac.in). The Candidates are required to find and occupy the seats allotted to them.
5. During the course of examination, the candidates shall be under the discipline and control of the Centre Superintendent and shall obey all orders issued by the Superintendent in all matters relating to the Examinations.
6. The candidate is required to show the examination admit card to invigilator/Centre superintendent/Flying squad or other University authority when asked. The candidate is also required to sign on the examination attendance sheet during examination.
7. Where candidate changes ink while he/she is answering a paper, he/she should bring this fact to the notice of the Room Invigilator on duty who will record this fact as note at front cover page of the answer book.
8. No candidate should leave any blank page in between answers of two questions in the answer book. If a page or two is/are inadvertently left blank the letters “P.T.O.” must invariably be written on that page or pages for the information of the examiner.
9. Candidates should not leave the Examination Hall without handing over their answer books to the Room Invigilator.

10. Candidates are warned against writing their Roll Number, Name, Enrolment Number or make any other sign or mark inside their answer-books. Any breach of this instruction is liable to be penalized.
11. All candidates are required to bring their own pens and to use BLUE/BLACK INK only for answering their question papers. They must not bring any text- books or notes with them inside the Examination Hall.
12. Candidates are forbidden from writing answers (or anything else) on the question paper or on the admission card.
13. CANDIDATES MUST READ THE QUESTION PAPER AND THE INSTRUCTIONS CAREFULLY BEFORE THEY BEGIN TO WRITE THEIR ANSWERS.
14. A candidate found guilty of use of unfair means or disorderly conduct at or in connection with the examination or violation of the preceding rules or found making personal approaches to concerned examiner will be liable to severe action under the provisions contained in UFM rules. The candidate found guilty of using unfair means during exam will be supplied with a copy of the charge sheet immediately in the prescribed format to submit his/her written reply on the charge and also to sign the material recovered from him/her. If the candidate refuses to give his/her statement on the spot and/or refuses to sign the material recovered or leaves the centre without giving his/her statement or if he/she is found guilty of showing disorderly conduct, a disciplinary action should be taken against him/her. Such cases will be decided by the University in absentia on the basis of the report of the room invigilator/centre superintendent and the reply, if any, received from the candidate and no representation or protest from him/her will be entertained afterwards.
15. No inquiries by telegram, Whats App post, telephone or email concerning results will be answered by the University. Candidates must wait for the announcement of their results on the web site [www.mmmut.ac.in](http://www.mmmut.ac.in) .
16. **Instructions on answer book of Major/Minor/Practical Examination**
  1. Do not write anything on back side of the cover page.
  2. Write your Roll No. only in the specified place.

3. The Roll No found written elsewhere or any unnecessary symbol found in the answer book will be treated as the use of unfair means.

4. Read the instructions carefully given on the Question Paper and Admit Card.

5. Write on both sides of pages of answer books.

6. Do not write anything on question paper except Roll No.

7. Fill in the status of candidate correctly:

a. Those appearing in Regular papers should fill status as Regular.

b. Those appearing as Re-admitted should fill status as Re-admitted.

c. Those appearing in carry over papers should fill status as carry over.

8. Do not use pencil for answering the questions except diagrams.

9. Use of Electronic Gadgets are not allowed.

10. Fill the entries on the cover of the answer booklet with care. Do not fold or smudge. Make no stray marks on sheet.